JOB TITLE:	TECHNICIAN PRINT SYSTEMS
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8568
BARGAINING UNIT:	CLAA

REVISED: Submitted:

07/17/2019   07/16/2019

SCOPE OF RESPONSIBILITIES

Assumes responsibility for all operating system software related to computers in the materials production department. Maintains current knowledge of software and hardware products and functionality areas. Assists the supervisors in maintaining performance responsibilities to effect proficient utilization of staff and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for ensuring all networks and computers in the materials production unit are online daily

Assumes responsibility for installation and maintenance of the computers, peripherals, and software

Assumes responsibility for trouble shooting hardware and software user-related problems both in and out of the unit

Involves technical contact with manufacturers and technical support centers

Assumes responsibility for maintenance and documentation of existing software applications

Trains end users in specific software applications

Assists in maintaining production and inventory records for the unit, providing summary reports as required

Maintains electronic backup system of file servers and functions as network administrator for appropriate networks

Provides telephone software support to users and serves as a technical resource in achieving specific advanced function end results

Assumes responsibility for the District's community relations database

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Five years of training or experience in the use of computer operating systems

Demonstrated knowledge of system software

Excellent verbal and written communication skills

Availability to work flexible hours

Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to design logical solutions to business problems
Demonstrated ability to effectively work with technical personnel
Demonstrated ability to supervise personnel
Experience in a diverse workplace